SITE APPLICATION

PLEASE SUBMIT IN SPIRAL BINDER.

Application Submission Requirements — Page

Part I: Applicant Information

A: Application Information

School Administrative Unit: _____

School Name & Address: _____

_____

_____

Project Contact Person and Title: _____

Telephone Number: _____ Fax #: _____

E-mail Address: _____

B: Site Approval Authorization

After careful study of our school site options, the board of directors/school committee/building committee has agreed to proceed with the attached application.

_____ _____
Superintendent Date

Part II: Enrollment Projections

Submit a summary of your most recent *Enrollment Projections* reflecting student growth or decline over the next 10 years. Identify the student population within the projection that you anticipate housing at this site.

Part III: Regional Study

The State Board of Education mandates under Chapter 61, *"Rules for Major School Construction Projects,"* that prior to *Site Approval* each school administrative unit research whether a school housing solution exists through the use of existing school facilities in the region. Section 405 of MRSA Title 20-A, *Powers and Duties of the State Board of Education* directs the Board to: "… study school consolidation statewide…"

The school unit should first look to its own facilities and consider consolidation or other techniques if potential solutions exist.

The school unit should then look to neighboring school units to determine whether a regional solution through the use of existing school facilities is possible. The school unit should also consider whether a project could solve the unit's needs and a neighbor's needs.

The school unit should address the above in narrative form discussing the existing facilities, possible local and regional solutions, and the existing and future governance structures needed to address proposed solutions. The study should be supported with an information sheet (copy attached) for each educational facility in the region.

Part IV: New vs. Renovation Analysis

All administrative units that propose to improve the educational environment for students must do a *New vs. Renovation Analysis* of the facility that presently houses the affected students to establish the best possible solution. A brief summary shall be included in this document. It is anticipated that a detailed study is available to support this summary.

Part V: Executive Summary

The *Executive Summary* should provide an overview of the activities undertaken to arrive at a conclusion regarding the best possible site to address the educational needs of the affected students. The *Executive Summary* should be presented in brief objective statements that can be easily reviewed and evaluated. The final section should identify the specific site that has been selected.

Part VI: Site Selection: Process and General Information

The *Site Application* has been developed by the *Department of Education* in conjunction with other State agencies to assist building communities in reviewing and selecting potential sites for new schools. The *State Board of Education* requires this submission for the proposed site for review and approval prior to the project moving forward.

Site Selection: Process

1. Indicate how the public was involved in the *Site Selection Process*.

2. What resources (local planners, landscape architects, engineers, other professionals, local planning boards, comprehensive plan and other committees, etc.) were involved and describe the expertise they provided?

3. What were the concerns of the neighbors and were they addressed?

4. Append a summary of local zoning requirements that affect site design and site programs.

5. Describe how potential sites were identified and indicate how many were seriously considered.

6. Describe the objective site evaluation system, i.e. decision matrix that was used to select the site.

Site Selection: General Information

1. In which community is the proposed site located:

2. Is the site located within an area designated for growth in the community's comprehensive plan? _____ If no, is it in one of the three areas described below? Which ones?

   a. an area that, if served by a public sewer system, has the capacity for the school construction project;
   b. an area identified by the latest Federal Decennial Census as a census-designated place; or
   c. a compact area of an urban compact municipality.

   If no, provide a written explanation of its site selection for the State Board of Education consideration prior to the meeting scheduled by the State Board of Education for review of the school administrative unit's request for site approval. Chapter 60, "New School Siting Approval"

3. Indicate whether the site is located in or near a village and/or established neighborhood(s). If it is, describe the distance and relationship of the site to the village and/or established neighborhood(s).

4. Describe the distance of the site from existing schools in the school system.

5. Where and how far away are transit and other essential services (police, emergency, medical, hospital, fire station, etc.)?

6. Is the site located such that it can link or share its facilities with other community services such as libraries, recreation facilities, day care, health clinics, etc.? If any linkages or shared facilities are planned, please describe these plans.

Part VII: Environmental Analysis

1. What were prior uses of the site? Is there any indication of a landfill, dump, farm, mill, or other industrial activities on or near the site?

2. What are the potential environmental issues related to hazardous wastes and/or contaminated groundwater attendant with this site?

3. Will the site need remediation to address contamination?

4. Would any significant wildlife or fisheries be affected by developing a school on the site?

5. Does the site contain a vernal pool or pools? How was the determination made and by whom?

    A. If yes, is the vernal pool or any of the pools defined as "significant vernal pool?"

    B. If the site has a "significant vernal pool(s)" please describe what standard will have to be met to receive appropriate permitting?

    C. If there is a "significant vernal pool(s)" on the site, in what way will it affect the proposed project?

6. Would any significant historic or archeological resources be affected by building a school on the site?

7. Are there any activities in the area near the site that would create noise, fumes, odors, or other factors that might affect learning? If yes, please explain:

Part VIII: Technical Analysis

Support the responses below with a detailed site map. Provide additional information as required to include easements, rights of way or other encroachments, topography, etc. In addition, provide:

- USGA Topographical map, zoning/land use map, USDA soils map, MGS Aquifer and Geology map.

1. How big is the site in acres and what are its dimensions?

    A. The State Board of Education has no minimum site size requirments, but school building sites shall have efficient usable land to provide for the following:

        - Such structures as are needed for the education program and any necessary adjunct services such as a well or septic system,

        - Safe access for vehicles and pedestrians including appropriate separation of private vehicles, school buses and service and delivery vehicles,

        - Reasonable future additions to the project,

- Appropriate recreation areas and playing fields, and
- Sufficient parking for staff, visitors and reasonable continuing community use.

Site requirements may be met by adding together non-contiguous parcels of land when those parcels safely support the educational programs of the school.

B. The maximum state-subsidized site sizes are as follows:

- Maximum reimbursable site size for elementary schools is defined as 20 acres plus one (1) acre for each 100 students.
- Maximum reimbursable site size for middle schools (any combination of two (2) or more grades (5 through 8)) is 25 acres plus one (1) acre for each 100 students.
- Maximum reimbursable site size for secondary schools is defined as 30 acres plus one (1) acre for each 100 students.
- Maximum site size for other grade configurations shall be based on the highest grade level included in the project.

2. How many acres of the site are usable for buildings and program related facilities and play-athletic fields? Minimum acreage by State Board rule may be met by locating playing fields, parking, and/or auxiliary uses on land close by. The Board may waive this standard, if warranted. Please discuss any creative opportunities that are proposed.

3. Describe the site's topography, slope, soils, and presence of wetlands, surface waters, and ledge: Attach a log of subsurface test pits or a drilling log and site sketches identifying those features.

   Slope:

   Soils:

   Presence of radon:

   Presence of wetlands:

   Presence of surface waters:

   Presence of ledge:

4. Are there any unusual foundation requirements other than normal spread footings?

5. Are the site soils suitable for reuse on the site?

6. What is the quality, organic content, and graduation of the loam on the site?

7. Is three-phase power available at the entrance to the site? If not, what is the anticipated cost to provide three-phase power?

8. Is T1 access available at the site?

9. Are there utility or land use impact or connection fees, infiltration reduction fees, or inspection fees that need to be included in the budget?

10. What are these fees and what is the basis for determining them?

On site water and wastewater systems:

1. Is on-site wastewater disposal proposed?

2. Has the impact on groundwater been reviewed?

3. Describe the soils and type of onsite disposal system that will be used.

4. Are there local regulations concerning nitrate levels at the property line? If yes, what are these requirements?

5. Is there a concern with phosphorus in the water run off at the site? If yes, how will it be managed?

6. Are there any unusual requirements required to meet this or other water quality runoff standards?

7. Is a detention pond required? If so, is it a dry or wet pond? What is the volume and depth?

8. Describe the potential water supply, as well as adjacent land uses, and potential threats to the source of the well.

9. How is fire protection being addressed?

Public Water and Sewer

1. Is the site served by an existing sewer system? Will public sewer be extended to the site?

2. Is the site served by existing public water?

3. If water is being provided by a public utility, what is the adequacy of the system to provide fire flows in the range of 800 gallons per minute at a residential flow of 35 psi?

4. If the public system, will a booster pump and/or water storage tank be required?

Other

1. Will there be demolition on the site? Describe the buildings that will be removed; and indicate any known hazardous materials.

2. Does the site encroach on productive agricultural areas?

3. Is the site more than 5 feet above the 100-year flood plane?

4. Can areas of the site be retained in their natural form? If yes, how many acres?

Part IX: State Agency and Local Documentation

Traffic Safety Issues

1. M.D.O.T Traffic Review of Preferred Options. Once the preferred school construction site is chosen, the Department of Transportation staff will meet with the applicant to discuss the potential traffic impacts to the roadway adjacent to any in the vicinity of the site. The on-site meeting ("scoping meeting") will result in the Department of Transportation issuing preliminary and non-binding comments concerning the proposed traffic impacts caused by the increased traffic generated by the proposed school development. These comments are meant to provide guidance to the applicant in the site selection process. Based upon the DOT review, a Traffic Movement Permit may be required by the Department of Transportation. It should be noted that the issuance of a Traffic Movement Permit takes between 30 and 150 days depending on the complexity of the project and the workload of the available staff.

2. Describe lines of sight for entrances and exits.

3. What are the current and planned mode students use to arrive at school in the morning?

Current	Percent	Anticipated	Percent
Buses		Buses	
Drop-off		Drop-off	
Driving		Driving	
Walking		Walking	
Bicycling		Bicycling	

4. What are the current and planned mode students use to leave the school in the afternoon?

Current	Percent	Anticipated	Percent
Buses		Buses	
Drop-off		Drop-off	
Driving		Driving	
Walking		Walking	
Bicycling		Bicycling	

5. Describe the existence and condition of sidewalks, trails, or other walkways to the site.

6. Is public bus service nearby? If yes, how far away is the nearest stop?

7. Are there railroad tracks nearby? If yes, how far away? Would walkers and bicyclers need to cross the railroad tracks?

8. Is an airport nearby? If yes, how far away? Has the flight pattern been investigated?

9. Is the school located on a roadway classified as arterial? If yes, what is the posted speed? What is the condition of the roadway?

Submit letters to document the involvement of the following agencies:

- Department of Transportation
- Department of Environmental Protection
- Department of Inland Fisheries and Wildlife
- State Planning Office
- Maine Historical Preservation Commission
- State Fire Marshal's Office
- Army Corps of Engineers (if involved)
- Local Fire Department
- Local Police Department or Sheriff's Office
- Local Planning Board

Part X: Land Acquisition and Financial Analysis

Cost and Ownership Issues

1. What are the appraised values of the land?

2. What is the sale amount in the option to purchase?

3. Has there been a title search on the property?

4. Can a clear deed be transferred to the school system?

Site Development Cost

1. What is the estimated cost of on-site and off-site development? Provide a draft of the site development budget.

2. What are the basic earthwork quantities involved?

    a. Clearing and grubbing: _____acres

    b. Grub depth

    c. Excavation attendant with grubbing

    d. Common excavation

    e. Fill required

    f. Is common excavation suitable for borrow?

    g. Is there excess material that must be transported from the site? If so, how much?

    h. Is there a need for offsite borrow? If so, how much?

    i. Does the loam require admixtures? Loam thickness playfields _____ Loam thickness other areas _____.

3. Are blanket drains or under drains required?

4. What is the pavement design and pricing used for the cost projection? (gravel and bituminous concrete thickness)

   Surface pavement thickness _____ inches $_____

   Binder pavement thickness _____ inches $_____

   Base Gravel _____ inches $_____

5. List the site improvements included in the budget (flag poles, benches, bike racks, etc.).

6. What is the value budgeted for landscaping?

7. What portions of the site will have granite curbing?

8. What portions of the site will not have curb?

9. Where is fencing required and what is the purpose?

10. List the offsite improvements required.

11. Will the site benefit by a separate site work contract release in advance of the building contract?

Future Expansion

The Department requires that all new sites have the capacity for future expansion. Please show the area for future expansion when siting your building on the site drawing. The future expansion should consider "core" expansion as well as classrooms. The ability of the site to be extended to support additional parking, athletic fields, and the possibility of an additional facility should also be shown.

Part XI: Instructions

A: Application Instructions

The *Site Application*, with other required submissions, must be submitted to the School Facilities Services Team a minimum of two weeks prior to the State Board of Education's Construction Committee Meeting on the unit's proposed *Site Approval* meeting.

If you have further questions regarding the application or the application process please contact Scott Brown at (207) 624-6883 Or email him at: Scott.Brown@Maine.Gov

B. Public Meeting and Straw Poll

Prior to *Site Approval*, the local unit must hold a public meeting to present to those in attendance the site that is being recommended for approval. Following the presentation and a question and answer period, the local unit must conduct a "straw poll." The results of the "straw poll" must be submitted along with the *Site Application.*